

COVID-19 BOARD/COMMITTEE MEETING GUIDELINES

Please be advised that at this time we are encouraging all Boards and Committees to meet virtually to mitigate the spread of COVID-19, and close all meetings to the public. In order to remain in compliance with the Open Meeting Law and to provide verbatim recordings of meetings to our residents, we recommend using www.freeconferencecall.com

Be advised that meeting notices still have to be posted with the Town Clerk 48 hours in advance of a meeting, but should include following statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the meeting posting. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Instructions for Use for Conference Call Host/Board Chair/Staff Person:

Getting Started:

- Open internet browser and navigate to www.freeconferencecall.com
- Enter an email and password to create a free account

Scheduling a Meeting:

- (from the Account Dashboard screen) Click the link labeled "Invite" on the right
- Fill out the "Schedule" portion of the page based on meeting information, for example:

Subject – BOS Meeting

Date – March 23, 2020

Time – 6:00 pm 1 hour

Description – Please see agenda posted at www.westminster-ma.gov

Insert the email addresses of all Board/Committee members and they will receive an email detailing how and when to access the call.

- Check the box that says "Copy Host"
- Click blue "Invite" button at the bottom of the page to send a conference call notification, including instructions, to the email addresses listed

Hosting a Meeting (Conference Call)

- 10 minutes prior to the scheduled start time, call the "Dial-in Number" and follow the prompts
 - Enter the Access Code and PIN (received via email) to activate the call
 - Press *9 followed by the number 1 (this will record the meeting)
- A bell will chime as members join the call
- Once all members connect to the meeting, call the meeting to order and read applicable statement (page 2) and proceed with agenda items
- When the meeting adjourns, hang up the line and a link to the meeting recording will be emailed to the Host within 24 hours. This link should then be forwarded to Stephanie Lahtinen (slahtinen@westminster-ma.gov) for posting on the Town website.

STATEMENT(S) TO BE READ AT THE OPENING OF A MEETING

For Televised Meetings:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. For this meeting, members of the public who wish to watch the meeting may do so via Comcast Channel 9 or Live Streamed via the www.AWcaTV.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

For Non-Televised Meetings:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to this meeting while in progress may do so by following the directions contained in the meeting posting. However, if despite our best efforts, we are not able to provide for real-time access, we will post a record of this meeting on the town's website as soon as we are able.

Public Hearing Statement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public hearing is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but the public can listen to this meeting while in progress by following the directions contained in the meeting posting. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment.